

## **EDITED KSA LISTING**

### **CLASS: CORRECTIONAL COUNSELOR I**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Knowledge of effective counseling techniques
<b>K2.</b>	Knowledge of the difficulties associated with an adjustment to incarceration
<b>K3.</b>	Knowledge of the causative factors of criminal behavior patterns, i.e., family environment, gangs, drugs, etc.
<b>K4.</b>	Knowledge of the differences and life prospective which result from cultural backgrounds
<b>K5.</b>	Knowledge of the behavioral patterns typical of various cultural groups within the Corrections environment
<b>K6.</b>	Knowledge of difference between typical and atypical inmate behavior
<b>K7.</b>	Knowledge of the signs and symptoms of mental and emotional disorders
<b>K8.</b>	Knowledge of non-verbal communication patterns
<b>K9.</b>	Knowledge of the professional resources, services, benefits and organizations available in the community to assist an inmate and/or an inmate's family
<b>K10.</b>	Knowledge of the departmental and facility resources, services and sources of information available to inmates
<b>K11.</b>	Knowledge of what materials are maintained in the facility's legal library
<b>K12.</b>	Knowledge of the facility's process and procedures for making various referrals
<b>K13.</b>	Knowledge of crisis intervention techniques
<b>K14.</b>	Knowledge of conflict management techniques
<b>K15.</b>	Knowledge of negotiating techniques
<b>K16.</b>	Knowledge of the signs and symptoms of potential suicide
<b>K17.</b>	Knowledge of group dynamics
<b>K18.</b>	Knowledge of the sources which provide information on the availability of local parenting programs
<b>K19.</b>	Knowledge of career counseling techniques
<b>K20.</b>	Knowledge of parole plan provisions
<b>K21.</b>	Knowledge of the purposes, functions, policies and procedures of various levels of Classification Committees

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#	Knowledge, Skill, Ability
K22.	Knowledge of procedures used to schedule inmates for Classification Committee hearings
K23.	Knowledge of the purpose, function, policies and procedures of the Board of Prison Terms
K24.	Knowledge of the purpose, function, policies and procedures of the Narcotic Addict Evaluation Authority
K25.	Knowledge of Departmental Review Board procedures
K26.	Knowledge of the classification score process
K27.	Knowledge of due process issues involved in classification
K28.	Knowledge of the custody level system which is used to classify inmates in the California Department of Corrections and Rehabilitation
K29.	Knowledge of the standard classification processing procedures for parole violators with new terms, parole violators who have been returned to custody and inmates assigned to disciplinary processing units
K30.	Knowledge of housing assignment considerations
K31.	Knowledge of the criteria involved in the transfer of an inmate to various California Department of Correction and Rehabilitation facilities
K32.	Knowledge of the California Department of Corrections and Rehabilitation facilities and each facility's custody level designations
K33.	Knowledge of Classification Committee action recording procedures
K34.	Knowledge of the components of a classification case review
K35.	Knowledge of the procedures involved with holds, warrants and detainers
K36.	Knowledge of the use and intent of diagnostic evaluation reports
K37.	Knowledge of the contents of and the forms which compose a complete inmate departmental record
K38.	Knowledge of administrative and serious adverse and disciplinary action processes and requirements
K39.	Knowledge of the certification requirements of a hearing officer who addresses rules violation reports
K40.	Knowledge of mandatory education requirements for inmates
K41.	Knowledge of academic and vocational education programs and criteria for program eligibility

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#	Knowledge, Skill, Ability
K42.	Knowledge of the psychological and aptitude tests which are available to assist in developing an inmate's general, vocational and/or academic program evaluation and planning
K43.	Knowledge of the various housing assignments available for an inmate relevant to their programming needs
K44.	Knowledge of the facility's special housing units and the requirements for placing an inmate in a special housing unit
K45.	Knowledge of the work incentive law, the Work Incentive Program and criteria for program eligibility
K46.	Knowledge of the Workers Compensation Program as it applies to inmates
K47.	Knowledge of the Work Furlough Program and criteria for program eligibility
K48.	Knowledge of standard correctional casework procedures
K49.	Knowledge of the purpose and use of a counselor's case book
K50.	Knowledge of the Inmate Trust Accounting System, policies and procedures
K51.	Knowledge of the Restitution Program and procedures required for conducting restitution related casework
K52.	Knowledge of the Civil Addict Program
K53.	Knowledge of the policies and procedures surrounding the Temporary Community Leave program
K54.	Knowledge of the appeal process
K55.	Knowledge of inmate appeal document processing requirements
K56.	Knowledge of due process requirements surrounding inmate appeals
K57.	Knowledge of investigator techniques
K58.	Knowledge of requirements involved in approving an inmate for family visits
K59.	Knowledge of procedures involved with establishing an inmate's eligibility to marry
K60.	Knowledge of Parole and Community Services Division purpose and function
K61.	Knowledge of Parole and Community Services Division pre-release planning coordination procedures
K62.	Knowledge of the release and parole process

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#	Knowledge, Skill, Ability
K63.	Knowledge of the legal requirements surrounding the release of arsonists, sex offenders and narcotics offenders
K64.	Knowledge of the Victim Witness Program and procedures for victim's notification of an inmate's transfer, parole, release or death
K65.	Knowledge of limited placement procedures for civil addict commitments
K66.	Knowledge of procedures involved in the transfer of an inmate to a foreign country and/or federal jurisdiction
K67.	Knowledge of interstate compact requirements
K68.	Knowledge of procedures used in fingerprinting
K69.	Knowledge of gang related symbols and behavior
K70.	Knowledge of effective writing techniques
K71.	Knowledge of grammar, spelling and the correct usage of English in written and oral communication
K72.	Knowledge of departmental forms and their appropriate use
K73.	Knowledge of criteria which classifies confidential material
K74.	Knowledge of procedures involved in obtaining gate clearances for institution visitors
K75.	Knowledge of travel expense reporting procedures
K76.	Knowledge of inventory control procedures
K77.	Knowledge of effective interviewing techniques
K78.	Knowledge of effective radio communication techniques
K79.	Knowledge of the appropriate use of a Microfiche machine
K80.	Knowledge of standard custody operating policies and procedures
K81.	Knowledge of correctional camp operating procedures
K82.	Knowledge of the facility key system and key security procedures
K83.	Knowledge of procedures governing inmates housed in community-based and/or state hospitals
K84.	Knowledge of the rules, regulations and policies governing inmate behavior

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#	Knowledge, Skill, Ability
K85.	Knowledge of inmate supervision techniques
K86.	Knowledge of effective inmate/staff communication techniques
K87.	Knowledge of the signs and symptoms of alcohol and drug abuse
K88.	Knowledge of urinalysis testing procedures
K89.	Knowledge of gangs, the interaction between different gangs in the Correctional environment and the associated potential danger to inmates and staff
K90.	Knowledge of gang jargon, symbols, colors, etc.
K91.	Knowledge of security issues and procedures surrounding inmates housed in special housing units
K92.	Knowledge of the behavioral characteristics of a violent offender
K93.	Knowledge of appropriate restraint techniques
K94.	Knowledge of the proper use and care of a protective vest
K95.	Knowledge of effective premises searching procedures
K96.	Knowledge of clothed and unclothed body search procedures
K97.	Knowledge of what is considered to be contraband in a corrections environment
K98.	Knowledge of the rules of evidence and the chain of custody
K99.	Knowledge of inmate count procedures
K100.	Knowledge of how to safely and effectively operate gates and doors typically found in the correctional setting
K101.	Knowledge of standard institutional mail procedures
K102.	Knowledge of procedures involved in an inmate's use of the telephone
K103.	Knowledge of time requirements surrounding inmate worker performance evaluations
K104.	Knowledge of transportation procedures
K105.	Knowledge of the inmate ducat system
K106.	Knowledge of the emergency preparedness plan

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#	Knowledge, Skill, Ability
K107.	Knowledge of emergency operations procedures
K108.	Knowledge of all devices used to alert staff of emergency situations
K109.	Knowledge of escape procedures
K110.	Knowledge of what is considered to be illegal activity in the Corrections environment/setting
K111.	Knowledge of crime scene preservation techniques
K112.	Knowledge of the effective use of departmental weaponry
K113.	Knowledge of current range qualifications standards
K114.	Knowledge of self defense techniques
K115.	Knowledge of evacuation procedures
K116.	Knowledge of crowd control techniques
K117.	Knowledge of cell extraction procedures
K118.	Knowledge of body mechanics
K119.	Knowledge of the safe and effective use of a stretcher
K120.	Knowledge of the appropriate use and care of metal detection equipment
K121.	Knowledge of the information disclosure policies and procedures
K122.	Knowledge of food service policy and procedure
K123.	Knowledge of the roles and responsibilities of the Correctional Counselor I
K124.	Knowledge of the roles and responsibilities of the Correctional Counselor II
K125.	Knowledge of statute and case law
K126.	Knowledge of mandates under Penal Code Sections 667.5, 1170(d), 1303.03 and 2960
K127.	Knowledge of local law enforcement policy and procedure
K128.	Knowledge of the contents of the Departmental Administrative Manual

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#	Knowledge, Skill, Ability
<b>K129.</b>	Knowledge of Departmental and institutional policy and procedure
<b>K130.</b>	Knowledge of the facility's physical plant
<b>K131.</b>	Knowledge of procedures used in fingerprinting
<b>K132.</b>	Knowledge of court room protocol
<b>K133.</b>	Knowledge of on-line computer terminal operating procedures
<b>K134.</b>	Knowledge of personal computer operating procedures and the use of available software applications, i.e., word processing, spreadsheet and/or database applications
<b>K135.</b>	Knowledge of effective instruction techniques
<b>K136.</b>	Knowledge of lesson planning techniques
<b>K137.</b>	Knowledge of appropriate fire extinguishing methods
<b>K138.</b>	Knowledge of the techniques used in the safe operation of a fire extinguisher
<b>K139.</b>	Knowledge of the state vehicle procurement process
<b>K140.</b>	Knowledge of defensive driving techniques
<b>K141.</b>	Knowledge of the supply procurement process
<b>K142.</b>	Knowledge of research methods
<b>K143.</b>	Knowledge of basic arithmetic principles

	<b>Skill to:</b>
<b>S1.</b>	Skilled in the use of manuals, laws, rules , services and sources of information
<b>S2.</b>	Skilled in prioritizing and organizing a heavy workload
<b>S3.</b>	Skilled in gathering and organizing of information

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#	Knowledge, Skill, Ability
S4.	Skilled in reading comprehension
S5.	Skilled in interviewing techniques
S6.	Skilled in note taking and record keeping
S7.	Skilled in interpreting arrest histories
S8.	Skilled in analyzing case information
S9.	Skilled in making appropriate program and housing recommendation for an inmate
S10.	Skilled in prioritizing cases for classification
S11.	Skilled in written communication
S12.	Skilled in effective oral communication
S13.	Skilled in verbal presentation
S14.	Skilled in performing as a hearing officer for administrative rules violation reports
S15.	Skilled in controlling individual counseling sessions
S16.	Skilled in providing leadership in group counseling sessions
S17.	Skilled in the application of inmate supervision techniques
S18.	Skilled in the observation of inmate behavior
S19.	Skilled in managing a crisis intervention session
S20.	Skilled in verbal conflict management
S21.	Skilled in maintaining order in a potentially violent situation
S22.	Skilled in the performance of clothed and unclothed body searches
S23.	Skilled in the performance of premises searches
S24.	Skilled in the application of restraint gear
S25.	Skilled in negotiating techniques

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#	Knowledge, Skill, Ability
S26.	Skilled in the use of departmental weaponry
S27.	Skilled in the taking of fingerprints
S28.	Skilled in accurately completing of parole documents
S29.	Skilled in the operation of an on-line computer terminal
S30.	Skilled in the operation of a personal computer which makes use of various software application , i.e., word processing, spreadsheet and database applications

	Ability to:
A1.	Ability to empathize with incarcerated individuals
A2.	Ability to inspire the trust and professional respect of inmates
A3.	Ability to establish a rapport with an inmate
A4.	Ability to persuade inmates to adopt acceptable behaviors and positive life attitudes
A5.	Ability to motivate an inmate to set and achieve personal and academic goals
A6.	Ability to stimulate positive inmate attitudes toward and success in academic, vocational and work incentive programs
A7.	Ability to verbally interpret and clarify Departmental policies, procedures, rules and regulations for an inmate
A8.	Ability to accurately interpret parole plans and their provisions for an inmate
A9.	Ability to control an interview with an inmate
A10.	Ability to stimulate an inmate to discuss personal problems
A11.	Ability to recognize body language
A12.	Ability to exercise patience when working with an inmate
A13.	Ability to recognize and identity an inmate's problem
A14.	Ability to interpret an inmate's needs and determine what resources are available for the inmate's use in addressing his/her needs

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#	Knowledge, Skill, Ability
A15.	Ability to make appropriate referrals to various facility services and/or sources of information
A16.	Ability to recognize and respond to an inmate's special needs and concerns
A17.	Ability to recognize the signs and symptoms of mental and emotional disorders
A18.	Ability to make appropriate referrals for an inmate exhibiting unusual or atypical behavior patterns
A19.	Ability to comfort and calm an inmate during a personal crisis
A20.	Ability to identify an appropriate place in which to conduct a crisis intervention session
A21.	Ability to work effectively with various institution staff in the resolution of problems revealed in a crisis intervention counseling session
A22.	Ability to practice effective listening techniques
A23.	Ability to establish priorities and provide direction for group counseling sessions
A24.	Ability to demonstrate leadership in group counseling sessions
A25.	Ability to respond effectively to situations occurring in the group counseling environment which may present a psychological danger to an inmate
A26.	Ability to recognize and respond to tense and/or potentially dangerous situations occurring in the group counseling environment
A27.	Ability to participate effectively as a Classification Committee member
A28.	Ability to effectively utilize diagnostic evaluation reports in the evaluation of an inmate's classification
A29.	Ability to accurately determine classification scores
A30.	Ability to develop and substantiate recommendations for an inmate's custody level
A31.	Ability to provide an accurate written or oral summation of all considerations in the evaluation of an inmate's classification to supervisors, committees and boards
A32.	Ability to conduct a thorough case review
A33.	Ability to evaluate the results of a case review in order to make recommendations for an inmate's reclassification or programming
A34.	Ability to accurately present and discuss case information and recommendations with supervisors and the Classification Committee, co-workers and other professional staff
A35.	Ability to ensure that an inmate's due process rights have been met

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#	Knowledge, Skill, Ability
A36.	Ability to accurately assess an inmate's program needs based on information gathered from the inmate, the inmate's family members, other staff and a review of a variety of paperwork
A37.	Ability to develop a program which meets an inmate's individual needs and/or goals
A38.	Ability to accurately communicate program eligibility requirements to an inmate
A39.	Ability to prepare and substantiate recommendations for an inmate's placement in a program
A40.	Ability to provide guidance for an inmate preparing to participate in academic and/or vocational education programs
A41.	Ability to analyze an inmate performance in a program and conduct a reevaluation of the inmate's program needs
A42.	Ability to analyze all case information and thereby develop and substantiate recommendation for modifications to, changes to or the confirmation of an inmate's program
A43.	Ability to analyze an inmate's records and ensure the record's accuracy and completeness
A44.	Ability to analyze case information and identify an inmate's gang affiliation
A45.	Ability to effectively utilize a case book
A46.	Ability to resolve formal and informal inmate appeals
A47.	Ability to implement investigatory techniques
A48.	Ability to adhere to due process time requirements
A49.	Ability to take clear fingerprints
A50.	Ability to read and comprehend a variety of reports written in English
A51.	Ability to communicate effectively verbally and in writing
A52.	Ability to write comprehensive, concise reports
A53.	Ability to interpret data in an inmate's central file
A54.	Ability to conduct a thorough audit of a central file prior to legal review
A55.	Ability to accurately interpret court documents

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#	Knowledge, Skill, Ability
A56.	Ability to read and interpret an arrest history
A57.	Ability to interpret an inmate's Conditions of Parole
A58.	Ability to effectively interpret the inmate daily movement sheet
A59.	Ability to effectively and accurately complete all paperwork required to establish an inmate's facility record
A60.	Ability to summarize in writing the results of an inmate's departmental record and case history review
A61.	Ability to properly prepare a court document
A62.	Ability to accurately complete an inmate workers' performance evaluation
A63.	Ability to respond in writing to an inmate's complaints
A64.	Ability to document the events that take place during a counseling session and the results of the session
A65.	Ability to accurately identify and record any unusual or atypical behavioral patterns observed in an inmate
A66.	Ability to effectively document an inmate's program and housing needs
A67.	Ability to effectively update a case file following review
A68.	Ability to document an inmate's compliance with court requirements
A69.	Ability to accurately record Classification Committee actions
A70.	Ability to maintain confidentiality of classification documents
A71.	Ability to communicate through an interpreter
A72.	Ability to document an inmate's telephone activity conducted during prerelease planning
A73.	Ability to follow through and ensure that an inmate's release forms are properly processed
A74.	Ability to establish and maintain effective working relationships with Parole and Community Services Division staff
A75.	Ability to access and review sources of information used in determining available bed space
A76.	Ability to effectively utilize radio communications equipment

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#	Knowledge, Skill, Ability
A77.	Ability to provide accurate testimony
A78.	Ability to access and utilize various departmental, facility and community services and sources of information
A79.	Ability to effectively operate a Microfiche machine
A80.	Ability to maintain an awareness of the surroundings
A81.	Ability to discourage inappropriate inmate behavior
A82.	Ability to identify unusual or abnormal behavioral patterns
A83.	Ability to recognize the signs and symptoms of alcohol and drug abuse
A84.	Ability to identify the behavioral characteristics of the violent offender
A85.	Ability to identify a crime occurring within the facility
A86.	Ability to detain an inmate
A87.	Ability to apply restraint gear
A88.	Ability to conduct a thorough search of living units and their contents
A89.	Ability to perform an accurate count
A90.	Ability to effectively interact with inmates
A91.	Ability to maintain order and supervise the conduct of inmates
A92.	Ability to supervise inmate workers
A93.	Ability to give inmates verbal direction
A94.	Ability to recognize suspicious mail
A95.	Ability to recognize coded messages
A96.	Ability to recognize the security issues surrounding the operation of facility gates and doors
A97.	Ability to perform duties while wearing a protective vest
A98.	Ability to perform duties in inclement weather conditions

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#	Knowledge, Skill, Ability
A99.	Ability to hear subtle or unusual noises
A100.	Ability to climb a set of stairs
A101.	Ability to maintain professionalism in stressful and sometimes dangerous situations
A102.	Ability to identify analyze a potential or erupting emergency situation and take appropriate action
A103.	Ability to visually identify illegal activity in normal lighting and in relative darkness
A104.	Ability to identify and respond appropriately to emergency situations, i.e., alarms, verbal confrontations, fires, etc.
A105.	Ability to discriminate sounds that may indicate illegal activity
A106.	Ability to activate the alarm system
A107.	Ability to identify a visual alarm from a distance, i.e., hand signals, lights, et.
A108.	Ability to identify audible alarms form a distance, i.e., whistles, guns, horns, buzzers, etc.
A109.	Ability to discern the location of an audible alarm
A110.	Ability to recognize alarms that signal the need for evacuation
A111.	Ability to run to the scene of a disturbance or emergency
A112.	Ability to run up and down stairs when responding to an emergency or disturbance
A113.	Ability to carry, lift, drag, push, or otherwise move or support a heavy object, i.e., a disabled person, a box of central files, food service equipment, etc.
A114.	Ability to physically restrain an inmate, individually and with assistance
A115.	Ability to apply cell extraction techniques
A116.	Ability to assist in the use of a stretcher
A117.	Ability to implement self defense techniques when necessary
A118.	Ability to qualify in the use of departmental weaponry
A119.	Ability to maintain range qualifications

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A120.	Ability to use metal detectors used in clothed body searches and in area searches for contraband
A121.	Ability to accurately interpret, adhere to and enforce departmental and institutional policies, procedures, rules and regulations
A122.	Ability to comprehend and carry out oral and written instructions
A123.	Ability to respond to changes in the Departmental Operations Manual, Director's Rules, Administrative Bulletins, existing legislation, etc.
A124.	Ability to work effectively with people from a variety of occupations and professional disciplines
A125.	Ability to develop and maintain the respect of staff and inmates
A126.	Ability to promote a team working atmosphere and work effectively with co-workers
A127.	Ability to address sensitive issues with diplomacy and tact
A128.	Ability to meet deadlines
A129.	Ability to effectively manage a high volume of work
A130.	Ability to prioritize and organize a workload
A131.	Ability to adjust appropriately to a rapidly changing environment and workload
A132.	Ability to work independently
A133.	Ability to perform basic arithmetic computations
A134.	Ability to operate a Dictaphone
A135.	Ability to safely operate a fire extinguisher
A136.	Ability to analyze and identify staff training needs
A137.	Ability to act as a resource in providing new staff with assistance in learning their responsibilities
A138.	Ability to analyze, organize and provide a new counselor's informational needs
A139.	Ability to complete all required in-service training instruction
A140.	Ability to provide effective in-service training instruction
A141.	Ability to develop a formal lesson plan

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<b>A142.</b>	Ability to operate an on-line computer system
<b>A143.</b>	Ability to make use of various personal computer software packages, i.e., word processing applications, spreadsheet applications and/or database applications
<b>A144.</b>	Ability to legally and safely operate a standard transmission motorized vehicle
<b>A145.</b>	Ability to maintain a valid driver's license
<b>A146.</b>	Ability to implement defensive driving techniques

	Special Personal Characteristics:
<b>SPC1.</b>	Demonstrated capacity for assuming progressively greater responsibility as evidenced by a recent employment history
<b>SPC2.</b>	Neat personal appearance
<b>SPC3.</b>	Adaptability
<b>SPC4.</b>	Emotional maturity and stability
<b>SPC5.</b>	Tact
<b>SPC6.</b>	Patience
<b>SPC7.</b>	Willingness to work irregular hours
<b>SPC8.</b>	Satisfactory record as a law-abiding citizen